



# Foreign Affairs Manual

## 12 FAM – DIPLOMATIC SECURITY

**Change Transmittal:** DS-171

**Date:** November 16, 2011

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## 12 FAM 440 POST SECURITY FUNCTIONS

### Changes

1. This Change Transmittal issues updates to 12 FAM 440, Post Security Functions:
  - **12 FAM 441.1, Identification Cards:** All personal identity verification (PIV) and facility access cards (FAC) ID media must be procured through appropriate Department channels and managed and controlled by U.S. citizens.
  - **12 FAM 446, Unclassified Office Facility Lock and Leave (L&L) Policy:** This policy addresses the minimum requirements and procedures for securing U.S. diplomatic facilities against the crime threat where no classified material is stored.
  - **12 FAM 446.2, Designation of Unclassified Lock and Leave (L&L) Office Facilities:** After new construction or a major renovation has been completed, office facilities with high-value assets are inspected by an engineering services team. DS and the Bureau of Overseas Buildings Operations (OBO) will issue a notice of substantial compliance and certification of occupancy to officially designate the new facility as an unclassified L&L office facility.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is DS/MGT/PPD. Please direct questions concerning content substance and interpretation

to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### **Filing Instructions (Paper Copies)**

1. Remove and discard the old 12 FAM 440 (CT:DS-123, 12-13-2006) and insert the new 12 FAM 440 (CT:DS-171; 11-16-2011).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:DS-171 and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.